

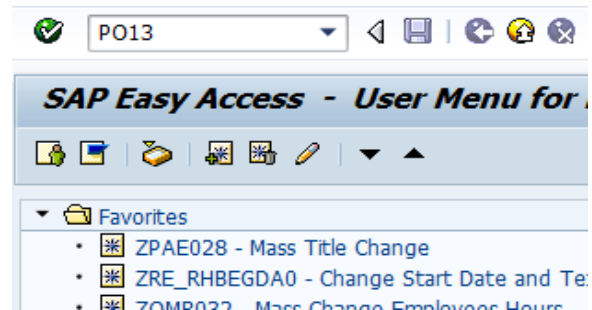




## Creating a Working Title on IT9101

1. From the Easy Access Screen, enter Transaction Code: PO13.
2. Select the Enter button  or press Enter on the keyboard to continue.
3. Enter the position number.  
\*\*Working Titles can only be stored on Unclassified positions\*\*
4. Select IT9101 (Adl Position Info) and choose Copy .

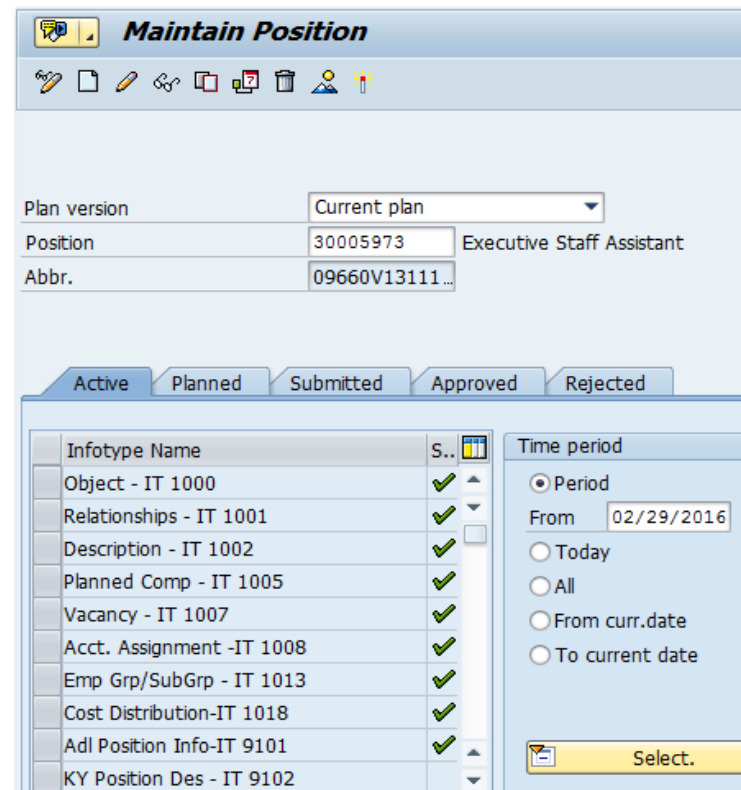


SAP Easy Access - User Menu for PO13

Navigation icons: Home, Back, Forward, Search, Print, etc.

**Favorites**

- ✳ ZPAE028 - Mass Title Change
- ✳ ZRE\_RHBEGDA0 - Change Start Date and Te
- ✳ ZOMB022 - Mass Change Employee Hours



**Maintain Position**

Plan version: Current plan

Position: 30005973 Executive Staff Assistant


Abbr.: 09660V13111...

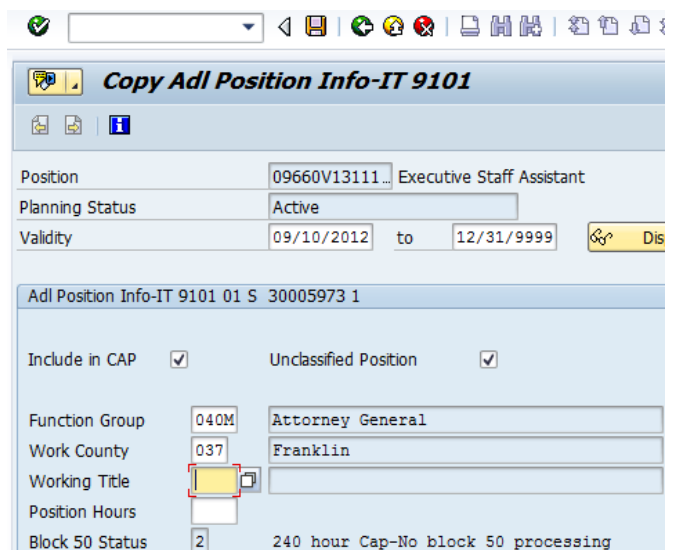
Active | Planned | Submitted | Approved | Rejected

Infotype Name	S..
Object - IT 1000	✓
Relationships - IT 1001	✓
Description - IT 1002	✓
Planned Comp - IT 1005	✓
Vacancy - IT 1007	✓
Acct. Assignment -IT 1008	✓
Emp Grp/SubGrp - IT 1013	✓
Cost Distribution-IT 1018	✓
Adl Position Info-IT 9101	✓
KY Position Des - IT 9102	

Time period: Period (selected)  
From: 02/29/2016  
Today  
All  
From curr.date  
To current date

Select.

5. Enter the Start Date.
6. Select the Match Code next to The Working Title box .



**Copy Adl Position Info-IT 9101**

Position: 09660V13111... Executive Staff Assistant

Planning Status: Active


Validity: 09/10/2012 to 12/31/9999

Adl Position Info-IT 9101 01 S 30005973 1

Include in CAP ☒ Unclassified Position ☒

Function Group: 040M Attorney General

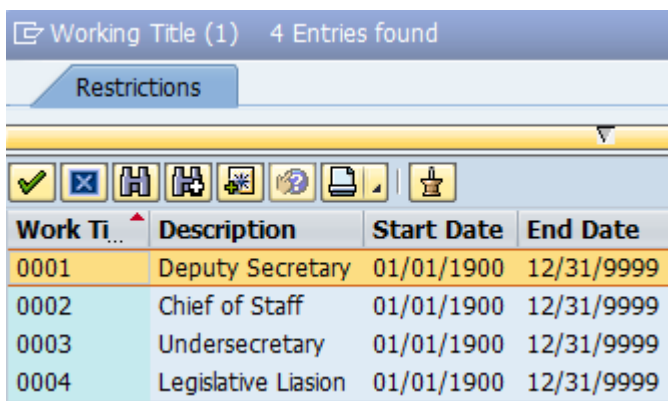
Work County: 037 Franklin

Working Title: 

Position Hours:

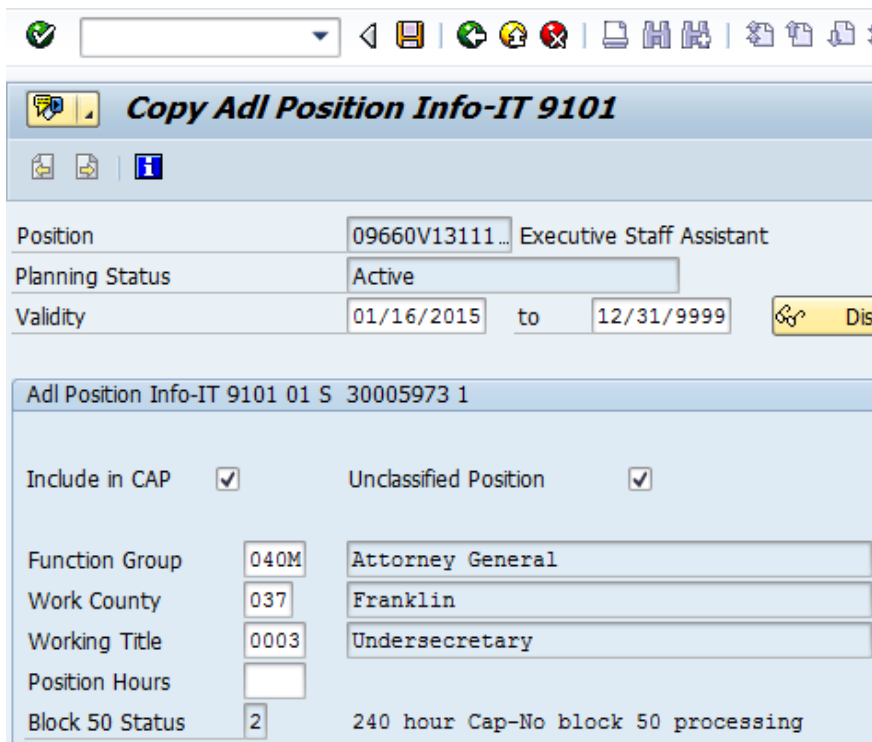
Block 50 Status: 2 240 hour Cap-No block 50 processing

7. Double click to choose a Working Title from the list.



Work Ti...	Description	Start Date	End Date
0001	Deputy Secretary	01/01/1900	12/31/9999
0002	Chief of Staff	01/01/1900	12/31/9999
0003	Undersecretary	01/01/1900	12/31/9999
0004	Legislative Liasion	01/01/1900	12/31/9999

8. Save  .



Position: 09660V13111 ... Executive Staff Assistant

Planning Status: Active

Validity: 01/16/2015 to 12/31/9999

Adl Position Info-IT 9101 01 S 30005973 1

Include in CAP ☒ Unclassified Position ☒

Function Group: 040M Attorney General

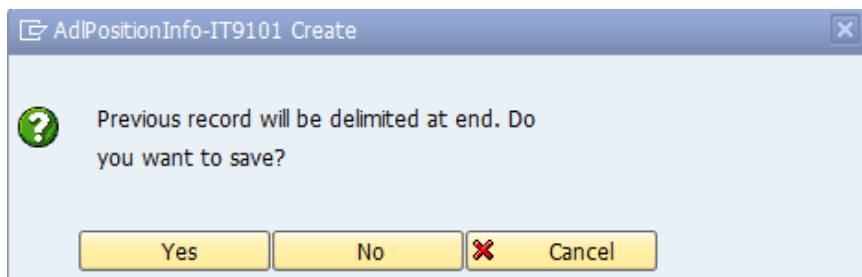
Work County: 037 Franklin

Working Title: 0003 Undersecretary

Position Hours:

Block 50 Status: 2 240 hour Cap-No block 50 processing

9. Select Yes.



AdlPositionInfo-IT9101 Create

Previous record will be delimited at end. Do you want to save?

Yes No Cancel